



June 2007

## **Information Request Questions: Owners/Operators – Auto Shops**

1. Describe the nature of all maintenance and repairs of automobiles and trucks at Respondent's facility, including but not limited to:
  - a. the type of maintenance/repairs performed at Respondent's facility in each year during the period being investigated (e.g. oil changes, flushing and replacing anti-freeze, etc.);
  - b. the frequency of this maintenance/repair activity; and
  - c. the number of vehicles maintained/repaired.
2. Describe how used automobile and truck oil filters were disposed by Respondent in each year during the period being investigated, including but not limited to:
  - a. where the used filters were disposed (e.g. dumpster, trash can, etc.);
  - b. what was done with the receptacles in which the used filters were disposed (e.g. dumpster/trash can was set out for city pick-up, dumpster/can picked up by [NAME] private hauling service);
  - c. if known, the ultimate disposal location for those used filters;
  - d. whether the filters were drained prior to disposal;
  - e. if drained, the approximate number of minutes or hours the filters were drained prior to disposal;
3. List the quantity of used filters disposed per month for every year during the period being investigated.
4. Describe how used anti-freeze was disposed by Respondent in each year during the period being investigated, including but not limited to:
  - a. where the used anti-freeze was disposed or recycled (e.g. poured on floor, placed in container and thrown in trash, etc.);
  - b. what was done with the receptacles in which the used anti-freeze was disposed or recycled (e.g. dumpster/trash can was set out for city pick-up, dumpster/can picked up by [NAME] private hauling service);
  - c. if known, the ultimate disposal location for the used anti-freeze.
5. List the quantity of used anti-freeze disposed per month for every year during the period being investigated.
6. Describe in greater detail how used rags/towels were disposed by Respondent in each year during the period being investigated, including but not limited to:
  - a. where the used rags/towels were disposed (e.g. thrown in trash, etc.);
  - b. what was done with the receptacles in which the used rags/towels were disposed (e.g. dumpster/trash can was set out for city pick-up, dumpster/can picked up by [NAME] private hauling service);
  - c. if known, the ultimate disposal location for the used rags/towels.

7. List the number of used rags/towels disposed per month for every year during the period being investigated.
8. Describe the use of these rags/towels in the Respondent's operations and what materials they were used to wipe.
9. Did these used rags/towels contain any oils, solvents or thinners? If so, indicate which of these substances were on or in the rags/towels and the source of those substances.
10. If not already provided in response to the questions listed above, identify (see Definitions) all entities and individuals who picked up waste from Respondent or who otherwise transported the waste away from Respondent's operations, and the dates such entities performed this service for Respondent.
11. Describe all sources reviewed or consulted in responding to this request, including but not limited to:
  - a. the current job title and job description of each individual consulted;
  - b. the job title and job description during the period being investigated of each individual consulted;
  - c. whether each individual consulted is a current or past employee of Respondent;
  - d. the names of all divisions of Respondent for which records were reviewed;
  - e. the nature of all documents reviewed including the years to which those documents pertain;
  - f. the locations where those documents reviewed were kept prior to review; and
  - g. the location where those documents reviewed are currently kept.